

CHAPTER

9

Numeric Records Management



Numeric Records Management

- Any classification system for arranging records that is based on numbers:
 - Consecutive numbering
 - Nonconsecutive numbering
 - Numeric coding used in combination with geographic or subject filing

Consecutive Numbering Method

- Consecutively numbered records are arranged in ascending number order—from the lowest number to the highest number.

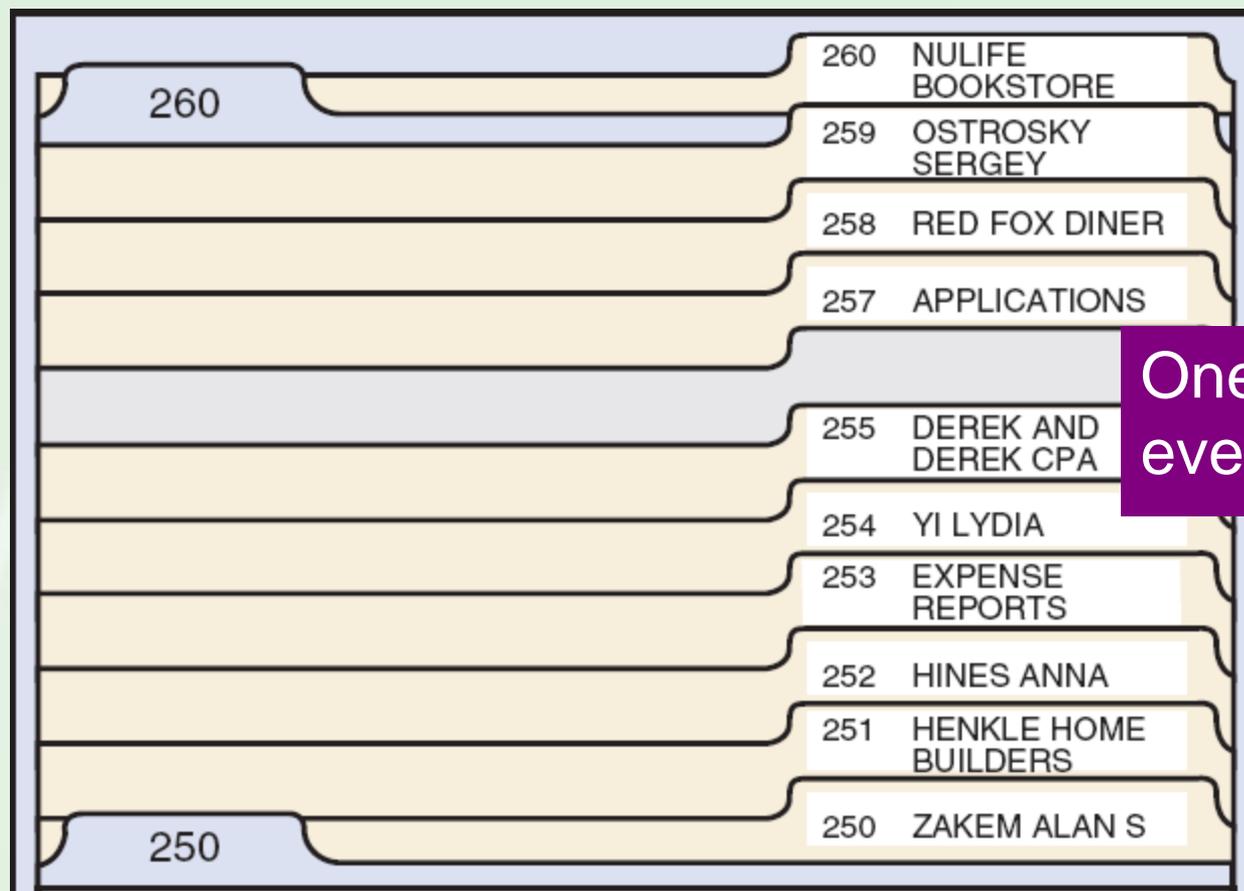
Consecutive Numbering Components

- Numbered file
- Alphabetic file
- Accession log
- Alphabetic index

Consecutive Numbering Supplies

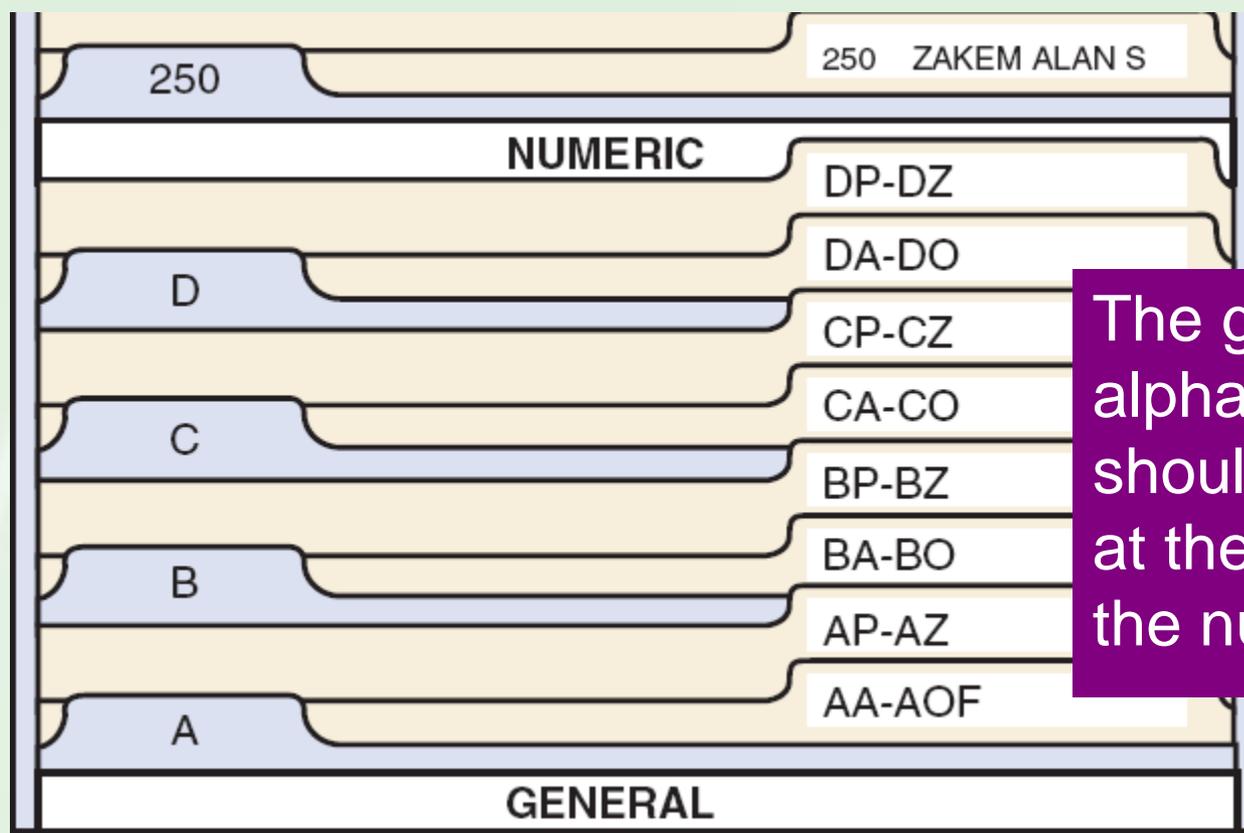
- Numbered guides and folders for the numeric file
- Alphabetic guides and folders for the general alphabetic file
- Database software (or a lined book) for an accession log
- Database or word processing software for an alphabetic index

Numbered Guides and Folders



One guide for every ten folders

Alphabetic Guides and Folders



Accession Log

- An **accession log** is a serial list of numbers assigned to records in a numeric storage system.

Example of an Accession Log

FILE NO	NAME OR SUBJECT	DATE
525	Norwood Christian Church	5/18/20--
526	Astroturf Applications	5/10/20--
527	Liang Yang	7/12/20--
528	EZ Service Center	11/22/20--
529	A1 Moving & Storage	4/21/20--
530	Unique Web Designs	2/2/20--
531	Colyer James	10/15/20--
532	Happy Time Florist	9/18/20--

Alphabetic Index

- An **alphabetic index** is a reference to a numeric file that is used when the name or subject is known but not the assigned number.

Example of an Alphabetic Index

NAMES AND SUBJECTS	FILE NO.	SEE
A1 Moving & Storage	529	
Astroturf Applications	526	
Borrowed Time Antiques	533	
BT Heating & Cooling	535	
Colyer James	531	
Easy Service Center	528X	EZ Service Center
EZ Service Center	528	
Happy Time Florist	532	
Harrison Makita Smith	534X	SmithHarrison Makita
Harrison Tom Mrs	534X	SmithHarrison Makita
Liang Yang	527	
Norwood Christian Church	525	
Smith Makita	534X	SmithHarrison Makita
SmithHarrison Makita	534	
Unique Web Designs	530	
Yang Liang	527X	Liang Yang

Steps for Coding Records

- Coding
- Sorting
- Number coding

Coding

- Code the filing segment
- Write an X in the margin beside cross-reference names or subjects
- Underline the cross-reference with a wavy line

Sorting

- Sort records that do not have preprinted numbers alphabetically before referencing the alphabetic index

Number Coding

- Consult the alphabetic index
- Write the assigned file code or a G in upper right corner of record
- Assign next available number, if one has not been assigned, or a G
- Enter new file code number into accession log
- Write code number or a G in upper right corner of record

Advantages of Consecutive Numbering

- Rapid re-filing
- Easy and unlimited expansion
- Easy transfer of inactive records
- Cross-references are in general file
- Built-in security
- Same numeric code for all records for one customer
- Labeling takes less time
- Easy detection of misfiled records

Disadvantages of Consecutive Numbering

- Requires reference to alphabetic index
- Requires more guides
- More time-consuming
- Congestion
- Numbers can be easily transposed

Terminal-Digit Storage

- **Terminal-digit storage**—numeric storage method in which the last two or three digits are used as the primary division under which a record is filed
 - Numbers are divided into groups separated by a space or a hyphen
 - Numbers are read from right to left
 - The end digits are the terminal digits

Terminal-Digit Number Groups

35-14-65

Terminal Digits

Tertiary
(Folder Number)

35

Secondary
(Guide Number)

14

Primary (or Terminal)
File Section, Drawer,
or Shelf Number

65

Terminal-Digit Number Groups— Order in the File

786 67	1258	(Front of File)
231 55	2187	
189 40	2891	
303 99	2891	
947 28	6314	
287 29	6314	
502 64	9284	
498 64	9485	
502 64	9485	(End of File)

Terminal Digits

Middle-Digit Storage

- Numbers are divided into groups separated by a space or a hyphen.
- The middle group—middle digits—are used as the primary filing division.
- Numbers are read from middle to left to right.

Middle-Digit Number Groups

35-14-65

Middle Digits

Secondary
(Guide Number)

35

Primary
(File Section, Drawer,
or Shelf Number)

14

Tertiary
(Folder Number)

65

Terminal-Digit and Middle-Digit Arrangements

Terminal-Digit

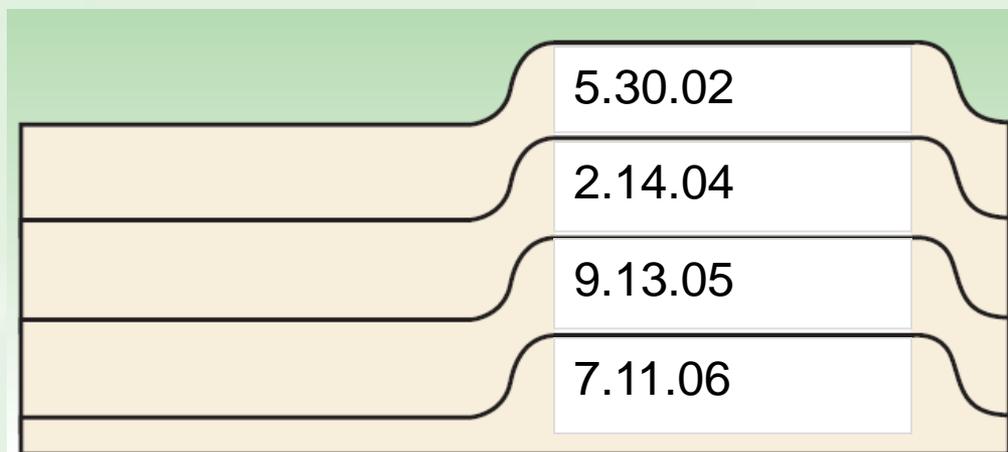
786 67 **1258** (Front of File)
 231 55 **2187**
 189 40 **2891**
 303 **99** 2891
 947 28 **6314**
 287 **29** 6314
 502 64 **9284**
 498 64 **9485**
502 64 9485 (End of File)

Middle-Digit

947 **28** 6314 (Front of File)
 287 **29** 6314
 189 **40** 2891
 231 **52** 2187
 498 **64** 9485
502 64 9284
 502 64 **9485**
 786 **67** 1258
 303 **99** 2891 (End of File)

Chronologic Storage

- Records filed in date sequence—most recent on top, or oldest on top.
- Principle followed in all storage methods.



Numeric Coding Systems

Block-Numeric	Groups of numbers represent primary and secondary subjects.
Duplex-Numeric	Numbers with two or more parts separated by a dash, space, or comma.
Decimal-Numeric	Records are classified by subject in units of ten.
Alphanumeric	Combination of letters, numbers, and punctuation marks.

Duplex-Numeric Example

10	BUDGETS
10-1	ACCOUNTING DEPARTMENT
10-1-1	PAST BUDGETS
10-1-2	FUTURE NEEDS
10-1-3	RECEIPTS
10-2	ENGINEERING DEPARTMENT
10-2-1	PAST BUDGETS
10-2-2	FUTURE NEEDS
10-3	INFORMATION SYSTEMS DEPARTMENT
10-3-1	PAST BUDGETS

Alphanumeric Example

MGT-MANAGEMENT

MGT-01 RECORDS MANAGEMENT

MGT-01-01 STORAGE EQUIPMENT

MGT-01-02 FILING SYSTEMS

MGT-01-02-01 PAPER

MGT-01-02-02 ELECTRONIC

MGT-01-02-03 PROCEDURES MANUAL

MGT-01-03 ELECTRONIC RECORDS RETENTION SCHEDULE

MGT-01-04 VITAL RECORDS RETENTION SCHEDULE

MGT-02 SALES MANAGEMENT

MGT-02-01 ADVERTISING

Databases for Numeric Storage

- Database software can simplify creation of the accession log and the alphabetic index.
- All information can be kept in one database table.
- The sort function can sort file code numbers for the accession log.

Terminal-Digit Accession Log Query Results

Primary	Secondary	Tertiary	Name or Subject	Date
9485	64	502	WXTV	9/30/20--
9485	64	498	Cleaning Supplies	9/14/20--
9284	64	502	Chou Meiling	10/02/20--
6314	29	287	Balawi Vincent	10/03/20--
6314	28	947	GlorePost Dorothy CPA	9/24/20--
2891	99	303	LaPlata Motor Sports	9/04/20--
2891	40	189	McCutchen Alex Jr	9/17/20--
2187	55	231	Brentwood Apartments	9/18/20--
1258	67	786	Applications	9/04/20--